

## Finance Procedure Sustainable Futures Society

1. Sustainable Futures Society Committee meets to review projects and agree whether to fund projects and applicable amounts (minutes confirm).
2. Funds for approved projects will be transferred from Estates SFS Fund to the Student Union (SU) referenced to the individual Society once requested from applicants.
3. Student or Staff SFS applicants **must not spend their own monies in advance**. The SU will advise applicants on the method of drawing out funds.
4. SFS applicant will provide the SU (and Estates Sustainability Officer) an Excel Spreadsheet showing breakdown of project costs and any associated receipts.
5. Above Excel report in Point 4. To be logged for future audit requirements by the SU and Estates Sustainability Officer.
6. Any request for additional payments (or alteration to split of payment mix) relating to a project will be subject to the review of the SFS/SPF Committee.
7. The SU Finance team will arrange for payment of monies due to the applicants.
8. Any remaining funds not spent for the approved project and/or costs spent deemed unapproved and/or not related to the approved project will be returned to the Estates SPF Fund for reallocation to future projects.

*Applicants must allow at least 4 weeks for funds to be transferred through the system*

**Authors:** Dan Reeves, Residences Sustainability Officer and Jas Amole, Estates Financial Controller

**Date:** 24<sup>th</sup> June 2019

**Location:** [P:\Estates\LSE Estate\Sustainability\3 - Comms\Engagement programmes\Sustainable Projects Fund\Funding Finance Reports\New Finance Procedure with SU Jun 19\Finance Procedure Jun 19 Final.docx](#)